

## PROCEDURES FOR PURCHASING STATE PROPERTY

Thank you for your interest in purchasing State property.

The following is an outline of the steps involved in processing a request for State property.

1. Please provide a copy of a survey or the Town Assessor's map with the area of interest outlined in red. It is important that it shows intersecting streets and the north arrow to help in locating the property. Also, please indicate the scale of the map. If your property is adjacent to the State land requested, please send a copy of your deed verifying your ownership of the abutting property. You may include page two of this form as your request letter.
2. Upon receipt of the map(s) and written request, the material is reviewed by the appropriate Departmental units to determine if the land is not required for transportation purposes.
3. If the parcel is approved for sale, the Department will prepare a Class D Release Map.
4. **If the property conforms to zoning regulations**, other State Agencies are given the first right of refusal. If the Agencies waive their rights, the property is offered for sale to the Town on a first refusal basis for fair market value. The Town has 45 days to respond to this offer under State Statute. Should the Agencies and Town waive their rights the property is offered for sale by sealed public bid.
5. **If the property does not conform to zoning regulations**, it is offered to the Town on a first refusal basis for fair market value. The Town has 45 days to respond to this offer under State Statute. Should the Town waive its rights, non-conforming parcels are sold for fair market value to abutting landowners. All abutting property owners are given the opportunity to bid.
6. Requests for a break in the non-access line require Departmental approval as well as the Offices of the Governor and the Attorney General.
7. If the property is offered to abutting property owner(s), the requester will be required to remit a nonrefundable \$500 deposit to cover a portion of the administrative costs. Upon receipt of the deposit, the property will then be appraised to determine fair market value. Property is appraised on the basis of highest and best use. Property to be sold to abutting owners is appraised by assembling the parcel to the most logical abutter's property and valuing the benefit of the assemblage to the abutter (the enhancement value).
8. When a sale price is determined, the property is offered for sale to the sole abutter, or an abutter bid is scheduled. Conforming parcels are sold by sealed public bid. If you are not the successful bidder your deposit will be returned. If no bids are received the deposit will be forfeited.
9. For each transaction, a deed is prepared and forwarded for statutory approvals. All sales of State property are subject to final approval by the Secretary of the Office of Policy and Management, the State Properties Review Board and the Office of the Attorney General.
10. After the deed has been executed by the State, the purchaser will be contacted to schedule a closing date. Typically purchasers are given 60 days to purchase the property.

If you have any questions on these procedures, call (860) 594-2463 to speak to a Property Agent. For Public Bid announcements, please call our 24-hour information line @ 860-594-2481. Your request should be sent to the following address:

David L. Labossiere  
State of Connecticut  
Department of Transportation  
Office of Rights of Way  
Property Management Division  
2800 Berlin Turnpike  
P.O. Box 317546  
Newington, Connecticut 06131-7546

I have read the procedures involved in processing the release of State property. Please state the intended use of the property and any pertinent information regarding your request.

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Attached is a copy of the Assessor's map or a survey of my property with the requested parcel outlined in red, and a copy of my deed if I am an abutting property owner.

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Signature of Requester

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Town or City

\_\_\_\_\_  
Zip Code

( ) \_\_\_\_\_

Telephone Number

\_\_\_\_\_  
Fax Number

**PLEASE RETURN TO:**

DAVID L. LABOSSIÈRE  
DEPARTMENT OF TRANSPORTATION  
OFFICE OF RIGHTS OF WAY  
PROPERTY MANAGEMENT DIVISION – UNIT 0405  
2800 BERLIN TURNPIKE  
P.O. BOX 317546  
NEWINGTON, CONNECTICUT 06131-7546